

## Ordering Materials for 2006 Open Enrollment

This is not a complete re-enrollment year--enrollment is only required for employees enrolling for the first time, employees making changes or employees dropping out of the plan.

The Enrollment Packages contain the benefit summary(ies) and an enrollment form. If needed, additional enrollment forms can be ordered as a separate line item.

- **For current employees:** The Key Advantage Member Handbook is the same as last year. New inserts have been printed to accompany each handbook. To order inserts only, write the quantity needed for the appropriate insert, write "Inserts Only" on the form and cross through the handbook (T20458). Please place your order for inserts after enrollment to be sure you have an accurate count for all employees in the appropriate plan.
- **For new enrollees:** Handbooks and Inserts will need to be ordered. Write the quantity of Member Handbook Inserts needed for the appropriate plan and an equal quantity of handbooks will be sent. Please be sure to order these separate from the current employees' order to be sure you receive the member handbooks with the inserts.

The High Deductible Health Plan Member Handbook is in development and will be available mid-June. Please do not order the handbook until then.

Please order any 2005 (current plan year) materials you may need by April 14th. After that date, the materials will be taken off the shelf and only available on the Web at [www.thelocalchoice.virginia.gov](http://www.thelocalchoice.virginia.gov). If you use a 2005 order form prior to April 14th, 2005 materials will be sent to you.

You may order new 2006 materials now. Just be sure to use the new January 2006 Materials Order Form (see attached).



# Materials Order Form

*Revised January 2006. Please Destroy All Prior Forms.*  
Allow ten days for delivery of materials

**FAX FORM TO: (804) 780-0198**

Enrollment Packages			Member Handbooks		Qty.
<b>Active and/or Retiree Not Eligible for Medicare</b>					
		<b>Qty.</b>	T20474	Key Advantage w/Expanded Benefits Insert	
			T20475	Key Advantage 200 Insert	
T20474	Key Advantage w/Expanded Benefits		T20476	Key Advantage 300 Insert	
T20475	Key Advantage 200		T20477	Key Advantage 500 Insert	
T20476	Key Advantage 300		T20458	An equal quantity of Key Advantage Base Handbooks will be sent with your Key Advantage inserts order.	
T20477	Key Advantage 500				
T20482	High Deductible Health Plan				
<b>Retiree Eligible for Medicare</b>			T20484	High Deductible Health Plan Handbook	
T20478	Advantage 65		T20078	Advantage 65 Handbook	
T20483	Dental/Vision Plan Offered with Advantage 65		T20084	Dental/Vision for Medicare Retirees Handbook	
T20479	Medicare Complementary		T20076	Medicare Complementary Handbook	
<b>Provider Directories</b>			<b>Forms</b>		
T20436	Anthem <b>Medical</b> Provider Directory		T20481	Enrollment Form	
High Deductible Health Plan Directory A limited supply will automatically be sent to your location should you choose the High Deductible Health Plan.			990046	Name and Address Change Form	
			110602	Anthem Claim Form	
			PVA2030	Anthem BlueCard Program Flyer	

- ▶ To order **ValueOptions** materials, call 1-866-725-0602. You may also fax a request to 919-941-5242, Attn: Account Services.
- ▶ To order **Delta Dental of Virginia** materials, call Matt Macdonald at 1-800-533-4137 x 8.
- ▶ To order **Medco** materials, use the Medco Materials Order Form or call 1-800-316-9182.

<b>Group Name</b>	<b>Date</b>
<b>Attention</b>	<b>Group #</b>
<b>Street Address (Do not use P.O. Box)</b>	<b>Telephone #</b>
<b>City, State and Zip</b>	<b>Fax #</b>

For questions about materials order on this form, call (804) 354-4919  
Most items, including this order form, are available on the Web at:  
**[www.thelocalchoice.virginia.gov](http://www.thelocalchoice.virginia.gov)**